

Tempe Fire Department Policies and Procedures
Fire Chief
410.02A
Rev 9-20-94

DEFINITION

To plan, direct, and review the activities and operations of the Fire Department including fire suppression, hazardous material mitigation, fire and life safety code compliance, emergency medical services, and administrative support services; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over sworn, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Direct, oversee, and participate in the development of the Department's work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Supervise and participate in the development and administration of the Fire Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Respond to major emergencies and personally direct activities as necessary.
- Direct and participate in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs.
- Prepare a variety of technical and departmental activity reports and records.
- Participate in employee relations activities as related to the Fire Department; provide advice and assistance to the management negotiating team.
- Respond to the most difficult complaints and requests for information.
- Represent the City in relationships with the public, community groups, professional organizations,

other City departments and divisions, and outside agencies.

- Attend and participate in professional meetings, conferences, and workshops.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles, practices, methods, and techniques of modern fire and life safety and fire suppression activities.
- Operation, maintenance, and uses of firefighting apparatus and equipment.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Plan, direct, and review fire suppression, fire and life safety code compliance and emergency medical service activities, and hazardous materials emergencies.
- Plan, prioritize, assign, and direct the work of Fire Department personnel.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop and administer sound departmental policies.
- Prepare and administer a department budget.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Gain cooperation through discussion and persuasion.
- Communicate clearly and concisely, both orally and in writing.
- Select, supervise, train, and evaluate assigned staff.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is

qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of increasingly responsible command and supervisory experience in an organized fire department, including three years of administrative responsibility.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in fire science, public administration, or a closely related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.